



EVNT# _____

Sandy City Corporation

SPECIAL EVENT APPLICATION – PRIVATE

Completed applications with the associated fee **MUST** be submitted a minimum of **45 days prior** to the proposed date for events that do not exchange money/charge fees and a minimum of **120 days in advance** for events that charge fees/exchange money and/or whose attendance is projected to have 1,000 or more of combined participants, staff and spectators.

Applications not received within this time frame may not be granted approval.

This application **DOES NOT** constitute an authorization to proceed until approval is obtained by the Special Event Committee and a valid permit is issued with the signature from an authorized Community Development/Event representative.

APPLICATION FEES

\$100.00 Non-Refundable Application Processing Fee Required: Yes (check one): ☐ For-profit Event ☐ Non-profit Event ☐ Filming
If No (check one): ☐ Sandy School Event ☐ Sandy Church Event ☐ Sandy Neighborhood Event ☐ City Co-sponsored Event

\$50.00 Tent Inspection Fee Required. (check one) ☐ Yes, tent area will be 400+ sq. ft. Inspection required ☐ No, less than 400 sq. ft.

_____ *Additional fees may be assessed at the discretion of Sandy for events requesting or requiring city services including police, fire, traffic, EMT's and/or other department support. Fees will be estimated and provided to the applicant for payment prior to permit finalization.

EVENT TYPE

☐ Wedding/party ☐ Concert ☐ Filming ☐ Yard/Garage Sale ☐ Car Show
☐ Other (please specify): _____

EVENT INFORMATION

EVENT DATE(S): _____ **EVENT HOURS: START TIME** _____ **END TIME** _____

SET-UP DATE(S): _____ **TIME(S)** _____ **BREAKDOWN DATE(S):** _____ **TIME(S)** _____

EVENT NAME: _____

EVENT LOCATION(S): _____

EVENT ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

☐ First Time Event ☐ Annual Event in Sandy for _____ Years.

☐ Yes, fee/s will be charged for: Participation \$ _____ Attendance \$ _____ Other \$ _____ Explain _____

☐ No fees will be charged or money exchanged for or at this event.

Overall Event Description (Briefly explain event and activities – if more space is needed, attach separate sheet): _____

ESTIMATED ATTENDANCE: Participants _____ **Spectators** _____ **Staff** _____ **= TOTAL** _____

NOTE: Salt Lake Valley Health Department requires a Mass Gathering Permit for 500+: <http://www.slcohealth.org/programs/foodProtection/massGatheringPermit.html>

EVENT TIMELINE - REQUIRED with application

A complete Time-line of Event is required at application and MUST include ALL proposed event activities with their respective times from set-up to take down. This overview is essential for committee review.

Required Time-line is attached ☐ YES

APPLICANT INFORMATION

Individual listed must be available to sign the completed permit once approved. Personal information required as well as group affiliation.

APPLICANT NAME: _____ **CELL PHONE:** _____

ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

HOME PHONE: _____ **BUSINESS PHONE:** _____ **FAX** _____

EMAIL ADDRESS: _____

SPONSORING ORGANIZATION (if applicable): _____

AFFILIATION/TITLE _____

ORGANIZATION ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE: _____ **WEBSITE ADDRESS:** _____

Organization is currently registered as a "Non-profit" with either the IRS or Utah State: ☐ No ☐ Yes - A copy of recorded designation paperwork is attached.

EVENT PARKING

A site plan showing all event parking areas, the number of utilized spaces and permission from each parking lot owner MUST be included with application

Description of Parking Accommodations: _____

Required Parking Site Map Attached: NO ☐ YES ☐

Private property permission/s attached – MANDATORY FOR ANY OFF-SITE PARKING: NO ☐ YES ☐

Will there be transportation services to and from event/parking lots? NO ☐ YES ☐ - Provider Name: _____

TEMPORARY STRUCTURES & IMPROVEMENTS

A site plan showing the event layout including but not limited to the following is REQUIRED with application

Required Site Map is Attached: ☐ YES

Mark all that apply:

☐ Canopies: # _____ x dimensions _____ x _____; # _____ x dimensions _____ x _____; # _____ x dimensions _____ x _____ = _____ Sq. Ft.

If tents/canopies are obtained from a rental company, a copy of your rental agreement with canopy specifications is required. Attached YES ☐ N/A ☐

Company Name _____ Contact _____ Tele _____

*May be subject to inspection fee.

☐ Bleachers ☐ Temporary Lighting ☐ Stage/s ☐ Trailer/s ☐ Amplified Sound ☐ Inflatables ☐ Structures > 6' high

☐ Generators ☐ Projectiles _____ ☐ Flammable Materials _____

Purpose: _____

NOTE: Salt Lake Valley Health Department may require additional public facilities (i.e. restrooms, hand washing stations, etc.) depending on the size, scope and nature of the proposed event. **Events projected to have participants/attendees of 500+ should include these items on site map per the Temp Mass Gathering standards.**

SAFETY - SECURITY

Requests for city services are subject to availability, fees and/or approval

Event applicants are advised to address and provide security and crowd control specifics, fire district and access information and First Aid/EMT requirements.

***POLICE ATTENDANCE/SUPPORT IS REQUESTED OR REQUIRED** ☐ YES ☐ NO

If yes, provide description: _____

***FIRE DEPARTMENT ATTENDANCE/SUPPORT IS REQUESTED OR REQUIRED** ☐ YES ☐ NO

If yes, provide description: _____

FOOD AND MERCHANDISE SALES

WILL THIS EVENT INCLUDE VENDORS? YES ☐ NO ☐

Will there be sale of merchandise? YES ☐ NO ☐

Describe item(s) for sale _____

Will food be served? YES ☐ NO ☐ If so, what? _____

Will food items be prepared off site? YES ☐ NO ☐ Explain _____

Will food items be cooked at event? YES ☐ NO ☐ Explain _____

Will beverages be served? YES ☐ NO ☐ If so, what? _____

A full list of vendors must be provided by the applicant 30 prior to the event date.

All vendors must obtain a Sandy City Business License and a Salt Lake Valley Food Service Permit and are subject to fees and inspection.

TEMPORARY SIGNS

Will there be temporary signs at the event? YES ☐ NO ☐ If yes, please **attach a sign plan** describing content, sizes and location(s).

Additional permits may be required.

AGREEMENT AND SIGNATURE

I, the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on it's behalf. The information contained herein, including supporting documentation is complete and accurate.

My signature below verifies that I agree to the terms outlined.

Official Use Only

Signature _____

Name Printed _____

Date _____



APPLICATION FEE PAYMENT

****Must be included with commercial/for-fee events at the time of submission ****

CREDIT CARD: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

CREDIT CARD #: _____

SECURITY CODE _____ EXPIRATION DATE _____

BILLING ZIP CODE _____

NAME ON CARD _____

AUTHORIZED USER NAME (If different) _____

This signature authorizes Sandy City to charge the credit card above a one time, non-refundable \$100.00 application fee and when applicable, a \$50.00 tent inspection fee.

SIGNATURE OF AUTHORIZED USER _____

DATE _____